

~~CONFIDENTIAL~~

16 January 1963

MEMORANDUM FOR: CIA Librarian

SUBJECT : Processing Publications

1. The Document Division receives and disseminates, largely in multi-copy, eight to ten thousand different publications each month. The great majority of these are disseminated on a standard distribution basis and appropriate records are maintained in the Standard Distribution Kardex File. About five hundred of these are selected for Intellofax, IPI indexing, and/or microfilming, and as a consequence are assigned a seven digit control number.

2. The seven digit control number is super-imposed over the report number given by the originator which makes it necessary to prepare a cross reference (source card) in order to locate the document for retrieval.

3. Some publications which are rejected by current IPI selections criteria are considered important enough that they are indexed by Intellofax.

4. It is recommended that the processing of publications be completely divorced from the processing of information reports as follows:

- a. Those which merit indexing be IPI-indexed, intellofax to be reserved for information reports.
- b. All publications be filed by the Library in hard copy and that no other document number be assigned.
- c. When the number of documents in a series becomes too voluminous or inactive they be microfilmed and filed on reels.
- d. Source cards (or DARE cards) be prepared only for those series of documents which experience indicates a need.
- e. Vital Records copies be prepared on Actifile on a selected basis if hard copies are not available.

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Chief, Document Division

GROUP 1
Excluded from automatic

cc: Chief, Machine Division